

# Maine Educational Assessment for Mathematics and English Language Arts/Literacy Grades 3-8 eMPower™ME Portal User Roles and Responsibilities Spring 2017

The MEA Portal recognizes five user roles. Each role has a separate set of responsibilities, which determine the user's level of access to the components available within the MEA Portal.

Role	Responsibilities
<b>District Assessment Coordinator (DAC)</b>	<p>The DAC has access to all schools in the district and can:</p> <ul style="list-style-type: none"> <li>• Manage users (add or edit ITC, DU, STC, and TA accounts).</li> <li>• View classes.</li> <li>• View students within their district and edit student accommodations.</li> <li>• View and edit the proctor password.</li> <li>• Schedule test sessions (view, create, edit, delete).</li> <li>• Manage and monitor test sessions.</li> <li>• Prepare the IT network for student testing.</li> <li>• Download and install the MEA kiosk on workstations and devices.</li> <li>• Test the MEA kiosk on workstations or workstation configurations and certify a site (school) for student testing.</li> </ul>
<b>IT Coordinator (ITC)</b>	<p>The ITC is assigned to a district and can:</p> <ul style="list-style-type: none"> <li>• Manage users (add or edit DU, STC, and TA accounts).</li> <li>• View classes.</li> <li>• View students within their district and edit student accommodations.</li> <li>• View and edit the proctor password.</li> <li>• Schedule tests (view, create, edit, delete).</li> <li>• Manage and monitor tests.</li> <li>• Prepare the IT network for student testing.</li> <li>• Download and install the MEA kiosk on workstations and devices.</li> <li>• Test the MEA kiosk on workstations or workstation configurations and certify a site (school) for student testing.</li> </ul>
<b>District User (DU)</b>	<p>The DU has access to all schools in the district and can:</p> <ul style="list-style-type: none"> <li>• View classes.</li> <li>• View students within their district.</li> <li>• View the proctor password.</li> <li>• View and monitor test sessions.</li> </ul>
<b>School Test Coordinator (STC)</b>	<p>The STC has access to one or more schools and can:</p> <ul style="list-style-type: none"> <li>• Manage users (add or edit TA accounts).</li> <li>• View students within their school and edit student accommodations.</li> <li>• View and edit the proctor password.</li> <li>• Schedule test sessions.</li> <li>• Manage and monitor test sessions.</li> <li>• Prepare the IT network for student testing.</li> <li>• Download and install the MEA kiosk on workstations and devices.</li> <li>• Test the MEA kiosk on workstations or workstation configurations and certify a site (school) for student testing.</li> </ul>

Role	Responsibilities
<b>Test Administrator (TA)</b>	<p>The TA has access to one or more schools and can:</p> <ul style="list-style-type: none"> <li>• View classes.</li> <li>• View the proctor password.</li> <li>• View students within their school.</li> <li>• View and monitor test sessions.</li> </ul>

**Note:** The DAC, ITC and DU will be assigned to all schools in the district; all other users will be assigned to their specific school(s) within the district. Users cannot access components or information for any organization (district or school) to which they are not assigned.

- For assistance with other buildings within your district, contact your District Assessment Coordinator.
- For assistance with schools in another district, contact the Measured Progress Service Desk at [maineservicecenter@measuredprogress.org](mailto:maineservicecenter@measuredprogress.org) or (855) 652-8929.